



**Joint Council Minutes
Municipality of the District of West Hants &
Town of Windsor
October 26, 2017, 6:00 p.m.
Sanford Council Chambers**



In Attendance:

Municipality of the District of West Hants

A. Zebian, Warden
P. Morton, Deputy Warden
R. Jannasch, Councillor
K. Monroe, Councillor
D. Keith, Councillor
T. Leopold, Councillor
D. Francis, Councillor
R. Hussey, Councillor
J. Daniels, Councillor
C. Osborne, CAO
R. Brown, Municipal Clerk

Town of Windsor

A. Allen, Mayor
L. Coutinho, CAO
J. Bregante, Councillor
S. Bibby, Councillor
J. Ivey, Councillor

Regrets: R. Zwicker, Councillor, Municipality of West Hants
L. Murley, Deputy Mayor, Town of Windsor

There were 7 members of the public in attendance.

1. Call to order

Warden Zebian called the meeting to order at 6:00 pm. The Warden thanked everyone for attending.

2. Approval of Agenda, including additions or deletions

MOVED and SECONDED that the agenda be approved with the following addition:

6. a. Joint Planning – (Councillor Leopold)

Motion Carried.

3. Approval of the Joint Council Minutes of July 27, 2017

MOVED and SECONDED that the Joint Council Minutes of July 27, 2017 be approved noting any errors or omissions.

Motion Carried.

4. Business Arising from Minutes and any Related Correspondence

There was no business arising or related correspondence.

5. Presentation (s)

a. Valley Regional Enterprise Network (REN) – Interim CEO, W. Coby Milne

The Warden welcomed Coby Milne, Interim CEO of the Valley Regional Enterprise Network, to the meeting.

Mr. Milne thanked Council for allowing him to present and stated he hoped it would be the first of many quarterly updates to Joint Council to promote communication with municipal shareholders of the Valley REN.

The CEO informed Council that the Valley REN is trying to create new relationships with stakeholders and the community and provided examples of work being done with Michelin, NSBI and Labour and Advanced Education to find new opportunities for workforce development as well as increase support services and supply chains.

The CEO stated the Valley REN's focus is increasing regional opportunities to promote and build a strong brand for the Valley; accelerating business growth; building a strong regional knowledge base to provide supports to business and collaborating on regional opportunities to move the region forward as a whole. He went on to outline new commitments which include meeting with Councils and creating performance metrics.

CEO Milne advised Council of details pertaining to the Business Now Program as well as work the Valley REN is doing with businesses. The CEO spoke of the succession planning sessions they have been working on as well as the development of an entrepreneur toolkit. He went on to let Council know that the Valley REN had partnered with the Chamber of Commerce to develop an "Explore Annapolis Valley" tourist map and has launched a Collective Impact Project which provides eligible community organizations with funds for small projects in line with the One Nova Scotia report.

CEO Milne reviewed the plans for the next three months including taking part in local events such as Devour Film Festival to help make it known the region is open for business, engage employers and to build and support innovation.

Warden Zebian thanked CEO Milne for his presentation and asked if there were any questions.

Councillor Monroe asked if a digital asset library is the same as a land asset status map. CEO Milne advised that a digital visual asset library is a collection for promotion and marketing. He went on to say that a database of assets and land is being developed but there have

been difficulties populating it with the land information of land not owned by someone local.

Councillor Leopold inquired where the land and asset database was on the Valley REN priority list. Mr. Milne responded that the database was a priority to have in place for new businesses and someone had been hired to populate the database.

Councillor Leopold asked who the Valley REN markets to and how do they go about doing it. Mr. Milne responded that they market to small business owners, entrepreneurs, and community organizations. He went on to say that he felt as though the Valley REN has a larger role to play in the community, so they are looking to build relationships with secondary schools and mentorship opportunities for immigrants. The CEO went on to say that most of the marketing done is through social media campaigns, but they are starting to attend local events in order to articulate who the Valley REN are and their goals.

b. EHS Medical First Response Program - EHS Nova Scotia
Warden Zebian welcomed Rob Merchant, Provincial First Responder Coordinator with EHS Nova Scotia to the meeting.

The Coordinator advised Council that Emergency Health Services (EHS) was a private company subcontracted by the Province to provide the four programs of Life Flight, Medical First Responder (MFR), Ground Ambulance and EHS communication center. He reviewed MFR statistics noting that of the 231 EHS sponsored agencies, 228 are fire departments.

The Coordinator went on to say that a MFR agency can change their level of response at any time by notifying EHS adding that a MRF agency has no duty or liability to respond to a notification of a call in their area. He advised that it is the responsibility of EHS Ground Ambulance to respond within a specific time to a call and an MFR agency's response is strictly volunteer. He stated Error and Omission Insurance is provided to agencies that are registered with EHS and acting on their behalf, along with equipment from EHS which they can swap, and resupply as needed. The Coordinator advised that registration as a MFR is valid for three years, after the initial training adding that EHS provides refresher training. The Coordinator commended MFR agencies on the documentation of calls as compliance is currently 80%, where as five years ago it was 40%. He stated the only time a MFR ID tag is valid is when they are responding to an EHS call, if a person requires first aid for other reasons such as work still must get valid First Aid Certificate.

The Coordinator reviewed upcoming MFR initiatives such as the Naloxone Program, MFR Triage Bags and Epi Pen Project noting that some local fire departments are participating in these initiatives and have already found them useful.

Councillor Jannasch asked if any financial compensation was provided to volunteer fire departments from EHS for the MFR Program. The Coordinator replied only the annual \$300 for training was provided to fire departments.

Councillor Bibby asked if there was mental health training provided to MFRs, noting a lot of calls found in police reports are mental health related. The Coordinator informed training was provided as part of the 40-hour MFR initial training adding that EHS is working with St. John Ambulance Mental Health First Program to integrate their material into the EHS training modules.

Mayor Allen stated currently RCMP respond to mental health calls and inquired if EHS would be able to respond to these calls more often. The Coordinator responded that it would depend on the level of response of the agency responding and how the call was received through the dispatch system to determine if it would be a MFR or RCMP response. He went on to say that, due to the potential of violence, RCMP are usually called first and that from a health perspective, mental health calls are a lower priority for a MFR response, compared to a cardiac arrest.

Mayor Allen asked where in the level of priority a fall would fit. The Coordinator responded level of priority was determined based on how information is received by dispatch. Mayor Allen stated she was concerned about the medical assessment training received and the ability to determine what is needed. Councillor Monroe asked where strokes fall in the urgency of response. Mr. Merchant stated the response would vary based on the information given, such as time and length of on set.

Councillor Monroe asked to clarify what the 80% compliance for documentation was. The Coordinator clarified that the 80% is the percentage of patient care reports completed for calls responded to, the remaining 20% were incomplete.

Councillor Leopold asked how effective EHS alone was, without the use of MFRs, as MFRs have no duty to respond. The Coordinator responded paramedics are very effective, noting that MFRs administer advance first aid, they are not paramedics. Literature states advanced first aid benefits trauma and cardiac arrests, as well as having psychological benefits. However, advanced first aid does not change patient outcome for discharge to hospital. He noted the data used for this come from studies worldwide.

Councillor Daniels inquired how Medical First Responder agencies meet the community needs. The Coordinator advised that response levels are determined by each agency but there are no clear standards to determine the level of response. The Councillor went on to ask if the completed patient care reports by the agencies could help to determine the effectiveness of response. The Coordinator responded that the reports can be used to review how the call information was received verses what really happened during the call.

Deputy Warden Morton asked what happens when a notification of an emergency is received. The Coordinator advised Council that the Communication Center determines within 15 seconds what type of call it is, if it is an emergency, the ambulance is automatically dispatched. He went on to say that as more questions are answered the Center is able to determine the level of response needed and would then contact fire dispatch who would contact the fire departments.

Warden Zebian thanked Mr. Merchant for his presentation.

6. New Business

a. Joint Planning –Councillor Leopold

Councillor Leopold voiced her concerns regarding Avonview High School being at the end of a dead-end street which only allowed for one exit. She inquired if the Joint Border Development Committee could begin meeting again in order to address the issue.

The CAOs responded that each municipal unit has a Future Roads Plans with opportunities for a connection to Cole Drive. CAO Osborne went on to say that the developer of the subdivision behind the school had applied for an emergency gate at the school, as part of the development agreement but as the number of homes required for the installation of the gate has not yet been met, the gate has not been required to be installed to date.

Councillor Hussey expressed having limited access in and out of the area was a liability and that opportunities should be explored to increase access. Councillor Francis spoke of a highway closure which re-routed traffic to Wentworth Road stating that there would have been no means to access the school had there been an incident there during that time. CAO Coutinho advised Council that detour plans for exit routes have been established by REMO in case an incident such as the highway closure should happen again. CAO Osborne added that the detour plans were developed as a joint effort between REMO, Transportation and Infrastructure Renewal and the local traffic authorities.

CAO Osborne advised Council that changing the Future Roads Plan would require re-approval by both Councils. She went on to say that the CAOs have met with the developer to find a resolution to ensure a thruway in the area and were waiting to hear back from the developer.

Councillor Ivey voiced that the Joint Border Committee should meet in order to review the Future Roads Plan as development has changed over the years. He voiced his concern that the installation of a gate was based on the number of homes in the development without consideration of an emergency taking place at the school or the hospital. Councillor Leopold suggested the Committee review for not just emergency needs but also ease of traffic flow and commuting options.

Warden Zebian asked that the CAOs set up a meeting of the Joint Border Committee. Mayor Allen informed the Town of Windsor had not appointed anyone to that committee.

b. Joint Team Building Exercise

Mayor Allen suggested that the Councils of the Town and Municipality take part in a team building exercise such as the Escape Room. CAO Osborne advised that it would be classified as a private function therefore costs would have to be covered by the individuals taking part. Councillors were asked to email ideas to Warden Zebian and Mayor Allen.

7. CAOs Updates

a. MOU Studies – Schedule of Completion and Status – Ron Dauphinee, DMA
CAO Coutinho stated both CAOs have been working with Ron Dauphinee and the Department of Municipal Affairs (DMA) to select the studies most reflective of the direction of the Memorandum of Understanding (MOU).

Municipal Advisor, Ron Dauphinee, reviewed the list of studies typically requested by the Utility and Review Board (UARB) when considering municipal restructuring which would show the pros and cons of a coordinated government. The Municipal Advisor went on to say that the aim would be to have the studies completed by January 2018. He stated many of the studies have a template based on restructuring that had taken place with other municipal units. The Municipal Advisor noted some of the studies would be done by the staff while others would be performed by other Provincial Departments. he advised that the Financial study would use the Municipal Finance Corporation's Debt Affordability Model to determine the financial impact and potential changes for both municipal units.

CAO Osborne informed Council that funding had been received from the Department of Municipal Affairs for a regional water study, which is underway. She went on to say that the information and financials from the regional water study will be used when reviewing the wastewater systems and possibly look at one Overall Direct Responsible Charge position for the five water and wastewater plants. CAO Coutinho added the information will be used to inform residents, and the issues of tax rates and debts will be known from these studies.

Mayor Allen asked when the social aspects and service to residents would be reviewed. The Municipal Advisor stated once the financials and options were completed the social aspects could be looked at. He noted service levels and delivery may also factor into options when reviewing the financial study.

Councillor Leopold inquired what study will show the impact to tax rates. CAO Osborne informed once the Debt Affordability Model is complete and gaps in infrastructure funding understood, then they could determine where other funding gaps are to determine the impact on tax rates. She added past practice shows that any debt brought in would be charged as area rate.

Councillor Leopold asked if a decision on municipal structure would be made before the information on tax rates is known. CAO Osborne responded that all information would be given to Council to make decisions on the municipal structure.

Mayor Allen suggested that when studies are complete, an outside facilitator might be needed to help interpret the information for Councils. She asked if this was the first time that the Department of Municipal Affairs had helped two municipal units without providing direct funding for consultants. The Municipal Advisor replied that it was unique for municipal units to have removed themselves from the UARB process and undertake studies on their

own. He explained that municipal structure change can occur through the UARB process or, if units agree, through a legislative change.

Mayor Allen inquired if the Province had changed its position on supporting municipalities to come together, noting previously funding was provided. The Municipal Advisor stated the Province is still supportive of communities coming together adding the Department had not been provided funds from the Treasury Board for transitions based on the approach of Council. He went on to state that the Pictou experience has provided the ability and confidence to do the necessary work in-house.

CAO Osborne advised Council that she and CAO Coutinho would be reviewing services, noting where there are overlaps and making suggestions which will be used to look at various restructuring models and the financial impacts then would come back to Councils for review and suggestions on service. CAO Coutinho added current organizational charts of each unit would be used to create a combined chart which would be submitted to the Department of Municipal Affairs.

Councillor Bibby inquired how the work is affecting staff resources and workload. CAO Osborne responded that staff would be providing the same information if consultants were used, so there is no additional workload. She added consultants do not always provide all information and the CAOs can ensure all possible information needed is provided.

Councillor Leopold asked if the studies would be examining just one type of restructure or various options. The Municipal Advisor replied that some studies would only provide for one option; however, the debt affordability model would provide for multiple scenarios.

Councillor Daniels voiced her concern of the value and quality of services residents expect or currently receive, noting West Hants has not completed its strategic planning strategy and so the true measure of expectation and impact may not be known for these studies. She added that she didn't want residents to be shortchanged or have a negative tax impact.

CAO Coutinho advised that efficiencies are generally at the top level, ground level staff are still needed to provide current or higher levels of service. CAO Osborne added that current levels of service needed to be reviewed first to ensure there was no reduction of service and that differences in service levels can be provided through area rates. She went on to state the issue of negative tax impact was difficult to determine as the future is unknown and planning for the future could only be based on what is known now.

Councillor Ivey pointed out the current timeline for the studies seemed tight given the volume of work adding he did not want staff and Council to feel squeezed for time. CAO Coutinho informed Council that work had already been done on the information needed adding that most studies would be completed by December and to the Department of Municipal Affairs for review. He went on to say that the results could be coming to Council as early as January. CAO Osborne stated the issue is if the Town of Windsor's Council would feel enough work had been done to delay further movement of the order before the UARB, and

to extend the timeline. CAO Osborne agreed the timeline was challenging but the bigger challenge was how Councils work through the information once complete and asked Councils to consider what approach they would like to take. She noted the MOU does state the process can be extended if chosen to do so by the date specified.

Warden Zebian thanked the Municipal Advisor, Ron Dauphinee, for coming.

8. Business and Community Updates

a. Town of Windsor

Mayor Allen gave the following updates:

- Gerrish Street project is complete, and citizens love it.
- Town Crier events took place and was well received.
- Pumpkin Weigh-Off and Regatta were held.
- Gerrish Street apartments building is coming together.
- Go Media Event in Halifax was attended, and they saw 30 media people in two days, highest media topic was giant pumpkins.
- Working on some dangerous and unsightly properties.
- Co-Housing Events are taking place and generating interest in the area, Windsor and area could be the first to have co-housing build.
- Mayor Allen will be on the selection committee for CEO position of the Valley REN, as Chair of the Liaison and Oversight Committee.
- There were five blooms for the Communities in Blooms program and tree planting is on-going.
- The Town of Windsor will not have a tank, which is in agreement with the Windsor Legion.
- Halifax Regional Municipality (HRM) is looking at starting a commuter rail in Windsor Junction area. Mayor Allen stated discussions may look to see if it could start in Windsor.

Councillor Hussey noted there were many new people out for the Pumpkin Regatta as it was not on Thanksgiving weekend and if that was in future considerations. Mayor Allen informed a community group organizes the event and the consideration was relayed to the group, noting this year the change was at the request of the Dill Farm for operational purposes.

Councillor Daniels asked for clarification on if the commuter rail was for trains or bikes. Mayor Allen stated it was for a train. CAO Coutinho stated the Windsor Integrated Community Sustainability Plan looks to ensure current rail-lines continue to operate as a commercial rail-line and noted transportation options are a big consideration for businesses. He went on to say removal of rail-lines would be discouraged but could possibly have trails along side of rail-line.

b. Municipality of the District of West Hants

Warden Zebian gave the following updates:

- The Warden and Councillors attended festivals over the summer including the Avon River Days, Garlic Fest, and Newport Station Days.
- A Memorial Garden was created by the Hantsport Historical Society to remember the 100 lost graves in the Hantsport graveyard.
- There is a new Provincial Heritage Site at Ste. Famille Cemetery in Falmouth.
- The Brooklyn Arena is paving their driveway with the support of the community to complete the project.
- West Hants will be using green bins for compost as of April 1, 2018.
- The Garland Crossing Fire Substation is almost complete, the grand opening will be November 25, 2017 and all are welcomed.
- Work on Chittick Avenue, School Street and Holmes Hill in Hantsport is complete and looks beautiful including the triangle created which has an anchor on it.
- Strategic Planning is underway and nearing completion, and quality of input received was overwhelming.
- The Warden and Deputy Warden are look at a Youth Council project in association with Municipal week.
- The former Newport Station School was sold to a group which has potential for job creation and economic benefits.
- Forest Lakes is still developing and will be a showpiece for the area and West Hants.

Councillor Monroe added that Al Simm, local metal artist from Falmouth, created the Canada Gate which is being installing in Denmark.

9. Future Presentations

- a. EMO Preparedness
- b. Hockey Heritage Society
- c. Highway 101 Design Results

10. Date of Next Meeting

There was a discussion on the time of the next meeting. The next meeting of Joint Council will take place on January 25, 2018 at 7:00 p.m. in the Town of Windsor Council Chambers.

11. Public Consultation

Warden Zebian asked for consent to have a public consultation during Joint Council meetings. The Councils agreed to allow a time of public consultation with an allowance of five (5) minutes per person. Warden Zebian asked if any members of the public wished to speak to Council.

Tom Calkin, Falmouth, thanked Councils for working together and doing good job. He thanked them for informing the public on what the Department of Municipal Affairs was doing.

Jane Davis, Hantsport, inquired if consideration would be given to live stream Joint Council meetings as it was being considered for West Hants Council. CAO Osborne informed a report on live streaming would be given at the West Hants Committee of the Whole in

November and, if accepted, all meetings at West Hants would be live streamed. CAO Coutinho stated the technology was available at the Town as well but the Town of Windsor Council would need to decide if they wanted to do live streaming.

12. Adjournment

**MOVED and SECONDED that the meeting adjourn.
Motion Carried.**

The meeting adjourned at 8:29 p.m.

Warden, Abe Zebian
Municipality of the District of West Hants

Mayor, Anna Allen
Town of Windsor